



UNITED STATES CONSULATE GENERAL
RIO DE JANEIRO, BRAZIL

Management Notice No. 12-006
January 25, 2012

TO: ALL POST PERSONNEL

FROM: MGMT OFFICER, PATTI HOFFMAN

SUBJECT: POSITION VACANCY – SUPPLY ASSISTANT, FSN-7(FULL PERFORMANCE LEVEL) OR FS-6 (TRAINEE LEVEL)

THIS POSITION IS BEING RE-ADVERTISED FOR ONE WEEK TO CHANGE A SKILL REQUIREMENT

OPEN TO: All Interested Parties, US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION: SUPPLY ASSISTANT: a) Trainee Level, FSN-6 (T*)/FP-8 (**)
b) Full Performance Level – FSN-7/FP-7

OPENING DATE: Wednesday, January 25, 2012

CLOSING DATE: Tuesday, January 31, 2012

WORK HOURS: 40 hrs per week/80 per pay period

SALARY: *Ordinarily Resident (OR): R\$37.609, p/a (FSN-6 (T) Trainee Level Starting salary; R\$44.326 (FP-7 Full Performance Level starting salary);

**Not-Ordinarily Resident (NOR): US\$35,753, p/a (FP- 8 (T) Starting salary; US\$39,994 (FP-7 Full Performance Level starting salary; (subject to Washington approval).

NOTE: THIS POSITION IS AVAILABLE IMMEDIATELY

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Rio de Janeiro is seeking an individual for the position of Supply Assistant in the GSO Office, Property Unit.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Property Supervisor the incumbent serves as the key Property Record Keeper for all government owned personal property inside the CGOB, in the leased government quarters, and in the CG's and MSG's residences. Incumbent is responsible for conducting all regular inventories, including ensuring that CGOB and residential inventories are current in accordance with regulations and deadlines. Performs other inventories, as required. Other responsibilities include providing administrative support to the General Services Officer, a function which will require knowledge of all GSO units. Will serve as librarian, training coordinator, and administrative support for the SHEM Committee.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 21 3823-2608.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: A minimum of 2 years college studies in Business Administration, International Relations or Computer Science, or any discipline related to the liberal arts or social sciences required.

EXPERIENCE: Progressively responsible experience in a logistics management or customer serviced environment being responsible for employer's assets, control and determination of serviceability of stock and or equipment, expendable, non-expendable items, car parts, and similar required.

LANGUAGE: Level IV (fluent speaking/reading) Portuguese and Level III (good working knowledge speaking/reading) English, is required. **LANGUAGES WILL BE TESTED.**

KNOWLEDGE: Incumbent must have great dexterity in using computers, in particular the use of Microsoft Office Suite for task management, controls and deadlines, as well as issuance of required reports. Must have extensive knowledge of data bases as an end user, such as Excel, Access, or other function-pertinent software such as NEPA and WebPass. Must be able to create Power Point presentations to train staff on functions, related instructions briefings. Incumbent must have leadership to act and relay instructions on behalf of the GSO with determination but using tact and diplomacy.

EXCEL WILL BE TESTED.

SKILLS AND ABILITIES Incumbent should be highly organized, know how to plan tasks, and adjust the order in which s/he prioritizes work; be able to work without close supervision and adapt quickly to changing procedures, work-flows and regulations and manage multiple tasks simultaneously. Must have leadership and follow-up with colleagues to ensure that necessary tasks are completed in a timely manner and within regulatory set deadlines. Mathematical skills are an essential part of the job for compilation of data and computation of man/hours to be charged to agencies for jobs performed by ICASS employees, as well as for reconciliation of data entered in data bases and expenses borne in consequence of the execution of his multi faceted functions. Statistics also constitute a relative portion

of this position, called for by the GSO and/or Management Officer. Incumbent must have a driver's license. Must be able to type at level II (30 to 59 wpm). **TYPING WILL BE TESTED.**

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, continuity and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS 174); or
 2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
 3. A current resume or curriculum vitae **IN ENGLISH** that provides the same information found on the UAE (*see section 3A below for more information*). **We will not/not accept any applications that are not submitted in English; plus**
 4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
 5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- 3A. If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Email: riorecruitment@state.gov

(Please do not forget the position title)

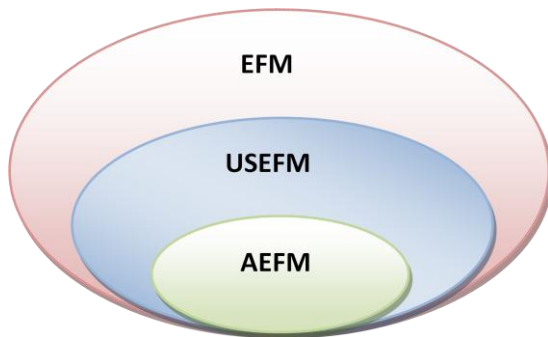
POINT OF CONTACT

Ana-Maria Miranda

Human Resources Office

Address: Av. Pres. Wilson, 147 –Rio de Janeiro, RJ (Tel: 21 3823-2608)

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or [approved Form OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed [service](#) member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan ([AIT](#)), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: Tuesday, January 31, 2012

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted by: HR/amcm
Cleared by: GSO/ALOH